

**APPENDIX II**  
**INSTRUCTIONS TO BIDDERS**

**PART I: MANDATORY REQUIREMENTS**

Bidders must comply with the mandatory requirement set out here below.

Failure to comply with the following requirements and/or provide the requested information will result the disqualification of the bidder from the tender evaluation process.

<b>Mandatory Requirement</b>	<b>Information and Supporting Documents to be provided</b>	<b>Please indicate: Yes or No</b>
1. The Bidder successfully carried out national surveys in at least 30 different countries.	Provide supporting evidence including examples of similar works undertaken	
2. The Bidder must be able to cover at least 30 countries. Bidders are encouraged to bid for as many countries as they can offer the service.	Provide offer for minimum 30 countries (full list of countries is in Annex 3 of the Appendix I: Terms of Reference).	
3. The Bidder must be able to provide data on nationally representative samples of the population in each of the countries covered.	Provide supporting information including the description of the sampling coverage and example of previously conducted similar surveys.	
4. The Bidder's methodology used for sample design and implementation must be capable of generating probability samples whose representativeness can be formally established.	Provide description of the methodology used and evidence of results from previously conducted similar survey (e.g., in the form of scientific papers).	
5. The Bidder must be able to provide, at the moment of contract execution, evidence of possessing the needed authorization to operate in each of the countries for which they provide data.	(1) Provide information on the legal framework that regulates data collection by commercial entities. (2) Provide evidence that all the relevant authorizations are possessed, or describe in detail the procedures that will be followed to obtain the needed authorizations.	
6. The Bidder must start collecting the data as soon as possible and no later than four (4) weeks after any assignment.	Describe the steps and timeline needed for setting up the survey in a typical situation.	
7. The Bidder must be able to conduct surveys based on face-to-face interviews and/or use remote interview methods such as by telephone or via Internet connected devices. Bidders are encouraged to bid for both methods when they can.	Provide description of the various interview tools available.	

**PART II: EVALUATION CRITERIA****1. Technical Evaluation criteria (maximum 100 points and 70% of total weight)**

<b>Criterion</b>	<b>Maximum points obtainable</b>
1. Number of countries the service offered. The Bidder must be able to cover at least 30 countries. Bidders are encouraged to bid for as many countries as they can offer the service.	15
2. Data collection vehicle proposed by the Bidder. Scores will be assigned to survey vehicle offered that provides data on other variables, in addition to the FIES, which are relevant for the analysis of the latter.	20
3. The proposed data collection in the survey allows for a thorough assessment of the food insecurity in the group's population (Based on countries' population size indicated here: <a href="https://www.worldometers.info/world-population/population-by-country/">https://www.worldometers.info/world-population/population-by-country/</a>	20
4. The proposed data collection allows for sub-nationally disaggregated assessments.	15
5. Languages in which the questionnaire could be translated (local language and others).	15
6. Ability of the Bidder to collect and provide/transfer data to FAO in a responsive time after data collection. Bidder should indicate the number of days needed for activities.	15
<b>TOTAL Points/Rate/Weight:</b>	100 points/ 70 %

**The assessment of the Technical Proposal (TP) accounts for 70% of the overall evaluation.** The Rating of the TP will be obtained through the following formula:

$$TP \text{ Rating} = \frac{\text{Points awarded to the Technical Proposal}}{\text{maximum Rating points available}} \times \text{Weight of the Technical Proposal (70\%)}$$

## 2. Financial Evaluation criteria (maximum 100 points, 30% of total weight)

Criterion	Maximum points obtainable	Evaluation Guidance
1. Sum of average price per face to face sample point for each countries of core questionnaire (up to 25 questions). The Bidder should complete Appendix III: Financial Proposal Form Excel chart (Part A) for all the countries of face to face surveys that they bid for, filling all the cells (sample size, year) for each country.	40	Score for each country = (40/150)*(lowest offer/offer) Total Score = Sum of all country scores (max 40)
2. Sum of average price per remote (telephone) sample point for each countries of core questionnaire (up to 25 questions). The Bidder should complete Appendix III: Financial Proposal Form Excel chart (Part B) for all the countries of remote surveys that bid for, filling all the cells (sample size, year) for each country.	40	Score for each country = (40/150)*(lowest offer/offer) Total Score = Sum of all country scores (max 40)
3. Access to extra variables in the service provider database.	4	FAO has free access to all variables
4. Average price per extra question face to face for questionnaires longer or more complex than the example questionnaire in Annex 2 of Appendix I: Terms of Reference.	8	score=(lowest offer/offer)*8
5. Average price per extra question remote (phone, etc.) for questionnaires longer or more complex than the example questionnaire in Annex 2 of Appendix I: Terms of Reference.	8	score=(lowest offer/offer)*8
<b>TOTAL Points/Rate/Weight:</b>	100	<b>30% of total weight</b>

**The Financial Proposal (FP) has a weight of 30% of the overall evaluation.** The Rating of the FP will be then obtained through the following formula:

$$FP \text{ Rating} = \frac{\text{Points awarded to the Financial Proposal}}{\text{maximum Rating points available}} \times \text{Weight of the Financial Proposal (30\%)}$$

The Proposal with the highest Total Combined Score will be considered as the proposal that provides the best value for the money and therefore, recommended for contract award. The Total Combined Score will be obtained through the following formula:

$$\text{Total Combined Score} = \text{TP Rating} + \text{FP Rating}$$

Summary of Proposal Evaluation	Weight	Points Obtainable
<b>Mandatory requirements</b>	<b>Pass/Fail</b>	Failure to comply with any of the mandatory requirements will result in disqualification of the bid.
<b>Technical Proposal</b>	<b>70%</b>	100
<b>Financial Proposal</b> (The Financial Proposal is to be submitted as per Appendix III: Financial Proposal Form)	<b>30%</b>	100
<b>Total Combined Score</b>	<b>100%</b>	200